



The Mountaineers

Minutes of the Bi-Monthly Meeting of the Board of Directors March 3, 2012

Board Members Present

Officers

President – Gavin Woody
President- Elect – Dan Lauren
Secretary – John Ohlson
Treasurer – Steve McClure
VP Outdoor Centers – Tab Wilkins

Directors at Large

Rich Draves
Tom Varga
Kara Stone
Mark Scheffer
Lee Fromson
Matt Sullivan
Gene Yore

Branch Directors

Steven Glenn – Bellingham
Evy Dudey – Everett
Gerry Haugen – Foothills
Jimmy James – Kitsap
Kirk Alm – Seattle
Jim Feltus – Tacoma
Mike Riley- Olympia

Board Members Absent

VP Publishing – Lisa Berntsen
Director at Large – Lorna Corrigan
Branch Director – Mike Riley

Executive Director

Martinique Grigg , present

Executive Publisher

Helen Cherullo, present

Guests Present

Judy Jones, Scott Wroblewski,
Jones & Associates, LLC

Call to Order

The meeting was called to order at 4:10 PM by The Mountaineers President Gavin Woody in the Seattle Program Center. The President-Elect, Secretary and VP Outdoor Centers were present. A quorum (majority of the Board) was present.

Approve Agenda

It was moved by Gerry Haugen and seconded to approve agenda with Audit Presentation to occur immediately. The motion carried.

New Business (Item 1 only)

1. Audit Presentation, Steve McClure, Leann Arend, Judy Jones, Scott Wroblewski.

Approve Minutes of the January 2012, Meeting

It was moved by Kirk Alm and seconded to approve the minutes of the January 5, 2012 meeting of the Board. The motion carried.

Approve Consent Agenda

It was moved by Tom Varga and seconded to approve the Consent Agenda:

- Approve global adventures policy and charter as distributed in Board packet [Attached].
- Approve Steve McClure as Treasurer.
- Approve Kara Stone as Board member for the at large seat vacated by John Ohlson who accepted the Secretary officer position.
- Approve the Vanguard and Charles Schwab organization resolutions as stated in the Board packet with the addition that approved individuals will operate in accordance with existing Board policy.
- Approve Dave Claar as Vice-Chair of Outdoor Centers. This is not a Board position but will assist VP Outdoor Centers in managing logistics.

The motion carried.

Officer/Staff Reports

President Gavin Woody

At next meeting we will propose having a non-voting Board member from the UW Board Fellows Program. Formality is to permit presence during Executive Session.

President-Elect Dan Lauren

Two presentations later in the meeting.

Executive Director Martinique Grigg

See attached.

Secretary John Ohlson

The next bi-monthly meeting of the Board will be held at the Program Center on May 3, 2012 at 7 PM.

Treasurer Steve McClure, Leann Arend

Monthly financials were reported.

Books Division Publisher Helen Cherullo

Lisa Berntsen is new VP Publishing. Monthly status was reported.

Vice President of Outdoor Centers Tab Wilkins

Uses, relevance, needs and future of Properties are being examined.

Committee and Staff Reports

Volunteer Support, Dan Lauren, overview of status.

Youth and Families, Rich Draves: Revising Policy document – revision will be proposed at next meeting.

Old Business

None

New Business (Item 2)

2. Executive Coaching Summary, Martinique Grigg.

Safety Report

Dan Lauren reported on accidents and recommendations for 2011. The full report is on our website.

Executive Session

The meeting moved into Executive Session, then moved back.

Good of the Order

Martinique Grigg welcomed new officers.
Helen Cherullo reminded that a catalog of Mountaineers Books is available.

Adjournment

The meeting was adjourned at 5:40 PM.

Attachment List

Executive Director Report
Global Adventures Policy and Charter



The Mountaineers **Martinique Grigg, Behavior Goals and Action Plan**

1. **To consciously set a sustainable pace for myself and help my staff to do the same**
 - To identify the top 4 organization- wide priority projects so it's clear what we are focusing on as an organization to encourage staff members to consider these priorities when organizing and sequencing their own tasks. I will review these priorities quarterly during a staff meeting.
 - To consciously leave the office by 5:30pm on days when I don't have a night meeting and take comp time when I work on the weekends or in the evening.
 - Work out 3 times a week, and at least once during the work day to model the importance of balance and invite other staff to workout with me.
 - Spend time in one on ones reviewing work plans, priorities and helping staff prioritize and sequence workload so they feel that not everything needs to be done at once. Also getting additional resources when needed and encouraging and actively asking staff to schedule vacation and downtime.

2. **To teach, mentor, coach and delegate effectively versus doing things myself**
 - To only attend Executive Committee, strategic planning, periodic Finance committee and Board meetings while delegating other meetings to staff members.
 - Let others voice their opinions first by being patient in my responses and wait until asked to give my opinion.
 - Ensure ownership of every project and action item by requiring discussion and documentation of important elements such as ownership of project, timeline, success measurements and participating team members and then checking in on progress against stated plan but not jumping in to "fix" things if they aren't on track.
 - Use regular one on ones to be more coaching in focus versus directive, for example asking questions on progress, obstacles in the way, resources needed and identification of top 3 priorities.
 - To begin removing myself more from daily operations and so that I have more time for strategic planning, fundraising and board relations. As a first step I am charging Leann with more operations.

3. **To be consistent and disciplined by focusing and engaging on activities that have a meaningful impact on our mission, communicating more clearly about these activities- including progress and successes, and bring them to closure (either by shutting down if not effective or focused follow through)**
 - To be more disciplined in using the annual goals, calendar work plans and budget by checking in and reviewing these documents with staff at least quarterly.
 - Block out one day a month to leave time for reflection, strategic planning and prioritizing work plan for the organization and to review upcoming 3 months schedule to leave adequate time for planning impactful meetings. Block out 4 hours on the Monday before Ex Com meeting and Monday-Tuesday prior to the board packet going out to ensure better agendas, better packets and more structured meetings.
 - Development Coordinator will provide me with admin support to help prepare for board meetings, schedule meetings, conduct correspondence to free up time and allow focus.
 - Before taking on a new project, I will ask myself
 - How well does this initiative serve the overall strategy and mission of The Mountaineers?
 - How well does this project match the vision for The Mountaineers?
 - What is the opportunity cost of this project? What comes off the plate so this can get done?
 - How will I measure success and if not successful how will I know to end it?
 - I will invite discussion from staff before committing to a new project or initiative.

Global Adventure

General Statement

It is the policy of the board that organization-sponsored Global Adventures operate under consistent organization-wide rules and guidelines.

Reference

Policies and Procedures #306 March 4, 1982

Global Adventure Defined

Any organization-sponsored Global Adventure available to all qualified members which meets the following criteria:

Optional extensions before or after defined Global Adventure are not considered part of a Global Adventure.

All proposals must include a detailed budget and plan, which are submitted to the Global Adventures Committee Chair and the Accounting Manager of The Mountaineers.

North American

- Under 10 days duration and over \$1000 total cost per person; in North America. – Proposal submitted to **Global Adventures Committee Chair and Accounting - Committee approval is NOT required;**
- 10 days or more duration or \$1500 or more total cost per person; in North America – **Global Adventures Committee approval is required;**

International

- Leave North America – **Global Adventures Committee approval is required;**

Exchange

- Host/visit members of foreign outdoors organizations – **Global Adventures Committee approval is required.**

Purpose

To encourage, facilitate and ensure safely led and soundly financed Global Adventures while extending to the world the purpose of The Mountaineers: "To explore, study, preserve, and enjoy the natural beauty of the Pacific Northwest and beyond."

Activities

Should be relevant to existing Mountaineers activities. Cultural experiences are encouraged.

Organization Rules and Climbing Code

Organization rules, standards and climbing code shall be adhered to as appropriate. Activities shall follow guidelines of relevant activity committees.

Global Adventure Proposal

Along with leaderlist verification of a relevant activity committee chairperson, a potential leader shall submit a proposal, including detailed budget, to the Global Adventures Committee Chairperson along with a statement of his or her qualifications.

The proposal shall follow Global Adventures Committee guidelines.

Global Adventures Committee

The Global Adventures Committee shall consider a proposal's cost, dates, location and activities in order to ensure a safe, financially

responsible and diversified program. It may approve the proposal with or without modifications, or reject the proposal.

Approval	A Global Adventure must follow the guidelines set forth and be approved by the Global Adventures Committee.
Publicity	Announcements in The Mountaineers' publications and website shall state total price, deposit amount, due dates, qualifications, degree of difficulty, housing, transportation, food, and whether any leader expenses are borne by participants. Anticipated expenses not included shall be also stated.
Leadership	Leaders must be on the leaders list of a relevant activity committee. Licensed travel agents shall not lead more than one (1) Global Adventure in a calendar year.
Participation Criteria	Must be technically and physically qualified for the particular trip; Shall be current members of The Mountaineers with liability waivers on file at the Program Center; All course requirements must be met at the time of registration; The leader shall make the final decision whether or not to accept a participant.
Children (Under 14)	Policy must be established by a relevant activity committee or branch.
Parents	Parents or legal guardians shall supervise their children at all times.
Part-time Participation	Part-time participation shall be at the discretion of the leader.
Financial Arrangements Board Policy	The Global Adventures program shall be self-supporting and all expenses of a specific Global Adventure are to be paid by the participants as presented in the Global Adventure proposal. Each participant shall be charged a Organization Service Cost to cover a Global Adventure's Organization expenses. Participants shall be notified in advance if the price includes some leader expenses.
Accounting Role	Disbursements of monies and handling of accounts by the Accounting Department shall be under the authorization of the chair and the leader.
Contracts	Contracts to be signed by the leader require approval of the Executive Director or designated officer of the Organization.

Cancellation

An administration fee as well as non-recoverable expenses shall be assessed each person canceling a reservation. The fee will be remanded to the Mountaineers.

Insurance**Liability Insurance**

Guide or trekking services must show assurance of liability insurance.

Medical Insurance

The leader can require participants to have an adequate insurance policy covering sickness, accidents and evacuation. Participants are responsible for notifying their insurance company.

Trip Cancellation Insurance

Insurance for trip cancellations can be included in the cost at the discretion of the leader. Participants who cancel a reservation are responsible for notifying their insurance company once the leader finalizes unrecoverable trip expenses.

Changes to existing policy:

- 1) *Added: All proposals must include a detailed budget and plan, which are submitted to the Global Adventures Committee Chair and the Accounting Manager of The Mountaineers.*

North America Definitions:

- 2) *Deleted: Under 10 days/under\$1000*
- 3) *Added: Under 10 days and over \$1000 – FYI to Chair and Accounting, but committee approval NOT needed (to verify that a budget has been submitted to Accounting)*
- 4) *Deleted: Sponsorship by existing committee, branch or division*

Proposal:

- 5) *Added: Leaderlist verification*

Committee:

- 6) *Added: Consideration of costs when reviewing a proposal*

Leadership:

- 7) *Simplified responsibilities section*

Accounting:

- 8) *Generalized: Fees to be developed with Organization staff in the Committee Policies*
- 9) *Subaccount: deleted the need to create a subaccount as reporting structure for flexibility as this may change in the future, for now subaccounts will be maintained*

Private Trips:

- 10) *Deleted: Reference to private trips in Mountaineer announcements. (should be a Organizationwide policy).*

CHARTER OF THE GLOBAL ADVENTURES COMMITTEE

PURPOSE: The Global Adventures Committee's purpose is to initiate, promote, evaluate and act upon all Mountaineer activities related to extended global travel.

AUTHORITY: The Committee gets its Organization wide authority from: The Board of Directors
Managing Committee

DEFINITION: The term "Global Adventures" refers to organization-sponsored trips available to all qualified members of the Mountaineers as specified in the Board Policies. Such trips are to further the purpose of the Mountaineers.

ACTIVITIES: The activities managed by the Committee include trips and exchanges as specified in the Board Policies. All activities related to extended travel and the associated skill development and training shall be conducted with regard to minimal impact to the environment.

The Global Adventures Committee can offer workshops, seminars and mentoring for those interested in learning extended travel coordination related skills. The Committee shall provide educational opportunities to Mountaineer members to develop and enhance their international leadership skills and to demand safe, financially responsible and enjoyable trips.

RESPONSIBILITIES: The Committee is responsible for carrying out its purpose in accordance with the policies established by the Board of Directors, informing The Mountaineers of changes in committee policies and membership.

The Global Adventures Committee is responsible for ensuring that leaders are qualified to lead trips in the activity proposed.

ORGANIZATION: The Chair of the Global Adventures Committee guides the Committee in fulfilling its purpose. The Chairperson elected by a majority vote of the Global Adventures Committee will serve a two-year term commencing September 1 and terminating two years later on August 31. The Committee shall be composed of a chairperson and subcommittees as needed to carry out its purpose. Subcommittee chairpersons may be appointed by and report to the Committee Chairperson. New Committee members must be approved by a majority of the Committee. The Committee will meet whenever activities require such coordination meetings.

Changes from current charter:

Name: "From Outing Coordinating Committee" to
"Global Adventures Committee"

Purpose: Broaden to recognize that the committee initiates and promotes global adventures.

Authority: Organization wide authority from the Managing Committee.

Definition: Name change only. "Outing" to "Global adventure".

Activities: 1) specifically identifies activities related to exchanges and extended travel;
2) safe, financially responsible and enjoyable trips.

Responsibilities: Ensure qualified leaders for proposed activities.

Organization: Chair and new members are selected by majority.